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MR. DULLES

Executive Registry
9. 4474

Noted by DCI
1961 NOV 9

OUTLINE OF PROPOSALS FOR THE CELEBRATION
OF THE TENTH ANNIVERSARY OF CIA

1. Date:

Wednesday, 18 September 1957

2. Nature of Ceremonies:

The celebration will be divided into three separate ceremonies.

a. Present: Senior CIA officials, including former DCIs and DDCIs, senior Government officials, including IAC, appropriate members of Congress, and the press.

Place: Langley, Virginia

Activity: Laying of cornerstone of new CIA building, by President of the United States. If President is unavailable on the 18th, recommend postponement of cornerstone laying until President is available.

b. Activity: Presentation of diplomas to CIA personnel with ten years CIA service as of 10 September 1957, and honor awards which accrue from now until 18 September.

Place: Suitable auditorium to be selected.

Present: Ceremony to be divided into three parts, (DD/P personnel, DD/I personnel, DD/S personnel) for reasons of security. DCI to preside. CIA personnel only, except that families of CIA personnel who receive honor awards will be present. If the cornerstone laying is postponed, this ceremony can be expanded to include an address by the Vice-President, to be followed by presentation of diplomas and honor awards.

Nature of awards: A suitably engraved diploma for ten-year employees. Paperweights, pen sets and other types of awards were considered, but it was felt that they should be held in abeyance for use as awards for fifteen years, twenty years, etc. Longevity awards program should be made permanent and not allowed to lapse. Diplomas for CIA personnel serving abroad should not be sent overseas, but will be presented on return of employees to headquarters duty. Honor awards will be those regularly presented thru action of the Honor Awards Board.

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c. Activity: Late afternoon or evening reception by DCI.

Place: Suitable place to be selected.

Present: CIA personnel who attend DCI monthly Senior Staff Meeting, their deputies, and their wives. Special invitees of DCI, including former DCIs and DDCIs, senior officials of the Government, appropriate members of Congress. No foreign representatives. Attendance of about 300.

3. Commemorative Publications:

No special commemorative magazine to be issued for the occasion. Appropriate historical articles may be included in first issue of proposed new Intelligence Journal, first issue of which should be published on 18 September. Souvenir program of day's events to be printed. Engraved invitations for cornerstone ceremony and reception.

4. The Press:

To be present at cornerstone laying ceremony. Notice to be sent to all employees on referral of inquiries from the press on ceremonies. Considerable press interest expected.

5. Message to Field Stations:

DCI to send appropriate congratulatory message to all field stations
[redacted] Names of ten-year service employees not to be included.

28 May 1957

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